



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

PERSONNEL COMMITTEE AGENDA

Tuesday, December 17, 2019

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

2. **PUBLIC COMMENT** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings,” handout. Please complete a speaker request form and submit it to the Village Clerk prior to the start of the meeting.*

3. APPROVAL OF MEETING MINUTES

- November 19, 2019

4. OTHER ITEMS

- a. Update to the Employee Handbook
 - i.) Drug Free Workplace
 - ii.) Job Classification – Immediate Supervisor Reporting
 - iii.) ADA Language
 - iv.) Appendix 1 – Reporting Structure

5. ADJOURNMENT

Committee Members:

Suzanne Fahnestock, Chair

Trustee JP Dries

Trustee Brandon Harris

Trustee Jen Ward



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

PERSONNEL COMMITTEE MINUTES

Tuesday, November 19, 2019

7:00 P.M.

Maple Park Civic Center

302 Willow Street, Maple Park, Illinois

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Suzanne Fahnstock called the meeting to order at 7:01 pm.

Acting Village Clerk Terri D'Amato called the roll and the following committee members were present: Trustee Fahnstock, Trustee Dries, Trustee Harris, and Trustee Ward.

Also present were Village Administrator Dawn Wucki-Rossbach and Acting Village Clerk Terri D'Amato.

2. PUBLIC COMMENT – *Any resident wishing to address the Board may do so according to the guidelines set for in the “Rules for Public Comments at Public Meetings,”* handout. *Please complete a speaker request form and submit it to the Village Clerk.*

None heard.

3. APPROVAL OF MEETING MINUTES

Motion by Trustee Harris with 2nd by Trustee Dries to approve with the following corrections:

3.) Approval of Minutes “Trustee Harris made a motion to approve the minutes from the September 17, 2019 meeting, seconded by Trustee “Ward”.

4.) Amending the description verbiage to read: “This ordinance adds language to the code to allow the Village Board to elect from amongst themselves on a yearly basis a Trustee to serve as “President Pro Tem” in the President’s absence”.

Motion carried by voice vote.

4. OTHER ITEMS

A. Discussion of Part-Time Code Enforcement Officer Position

Administrator Wucki-Rossbach presented to committee members the review of duties and survey results. Discussion that followed included:

- Inclusion in the 2020 Budget
- Having the Police Dept oversee versus the Code Enforcement Officer
- Having a vehicle to utilize to perform the job
- Possibly contracting job to outside staffing agency
- Seasonal employment vs annual employment
- Including/amending specific language in job description such as:
 1. Communication – Process for handling and pursuing adherence
 2. All other duties as assigned
 3. Specific language regarding working with the public

Consensus of committee was to have Administrator Wucki-Rossbach review all comments and suggestions with Chief Stiegemeier and Public Works Director Larson and report back to committee.

B. Discussion of Part-Time Village Clerk Position

Administrator Wucki-Rossbach presented to committee members the review of duties and survey results. Discussion that followed included:

Keep the position appointed rather than elected

Appoint village clerk FOIA officer for all requests (for continuity and accountability)

Consensus of committee was to give Administrator Wucki-Rossbach discretion and proceed with posting of position.

5. ADJOURNMENT

Having no further business to discuss, motion by Trustee Ward with 2nd by Trustee Dries to adjourn. Motion carried by voice vote.

Meeting adjourned at 7:50pm.

Terri D'Amato
Acting Village Clerk

Committee Members:
Suzanne Fahnestock, Chair
Trustee JP Dries
Trustee Brandon Harris
Trustee Jen Ward



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

MEMORANDUM

TO: Personnel Committee

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: December 11, 2019

SUBJECT: TEXT AMENDMENTS - EMPLOYEE HANDBOOK

BACKGROUND

The last update to the Village's Employee Handbook was approved by the Village Board on November 6, 2018. We need to update the handbook with text amendments for three (3) items and we need to update the organizational chart. The first amendment, is the expansion of the Drug Free Workplace language. The second amendment is the change in Immediate Supervisor reporting in the Job Classification language. The third amendment is the addition of the Americans with Disabilities section to the Handbook. The organizational chart update appears in Appendix 1 – Reporting Structure. Text Amendments are shown by old language being struck through and new language appearing in red underlined text. All paragraphs in the document have been justified.

The Village currently has three (3) Full-Time employees and 13 Part-Time employees. If an employee needs to take time off for medically related issues, the Federal Family Medical Leave Act (FMLA) regulations would need to be applied. FMLA is applicable to employees that work 1,250 or greater hours annually, full-time employees work a base of 2,080 hours annually. Part-time employees; however, are not eligible for FMLA based on working less than 1,000 hours annually; therefore, the Village needs to address the issue of part-time employees needing leave time to address their issues.

First Text Amendment to Address the Use of Recreational Cannabis

On January 1, 2020, the law permitting the use of recreational cannabis by individuals over 21 takes effect. To reflect this change in law, the Village Attorney has been consulted and the need for text amendments to Village's Employee Handbook are necessary. A text amendment associated with the change in State Statute is reflected in the following section of the handbook:

Drug Free Workplace – Page 13 – The old language is to be removed and new language added. The new language requires that all employees shall not to report to work under the influence of any intoxicants and they may not consume, use or possess intoxicants while on duty. Supervisors are required to undergo drug and alcohol awareness training and if a supervisor believes an employee has reported to work under the influence it must be reported to their supervisor or

department head and then employee is to submit to an alcohol or drug-screening. If employee use is detected this is grounds for disciplinary action up to and including termination. No employee shall be disciplined for the appropriate use of legal nonprescription or legally prescribed prescription drugs for treatment of an illness or injury. However, if the use of the nonprescription or prescribed drugs impair the employee's ability to perform their job should be immediately reported to the employee's supervisor and the employee may be subject to disciplinary action.

On December 4, 2020, the State Statute was amended to prohibit law enforcement officers from the consumption, possession, sales purchase or delivery of cannabis or cannabis-infused substances while on or off-duty. This has been added to our Handbook language.

Second Text Amendment to Address the Job Classifications Immediate Supervisor Reporting

This text is on page 15 and reflects the change in reporting structure identified when the Village Administrator position was created.

Third Text Amendment to Address the Americans with Disabilities Act

In order for the Village to be proactive in addressing the needs of a part-time employee and legally protect the Village from claims of discrimination, etc., the application of Federal regulations for the Americans with Disabilities Act (ADA) has been applied. In response to this need staff developed and implemented, as a Best Management Practice, an "Interactive Americans with Disability Act (ADA) Employee Guidebook," see attached. The reference of the application of this guidebook is being added to the Employee Handbook. The reference to this guidebook is reflected on Page 25 in the updated handbook.

Organizational Chart Update

Appendix 1 – Reporting Structure, Page 32, like the Job Classifications Immediate Supervisor Reporting, the chart needed to be updated to reflect the change in reporting for the Village Administrator position.

The footer at the bottom of the page will be adjusted to reflect the final total number of pages once the old sections of text have been removed and the new text inserted.

Village of Maple Park



Interactive Americans with Disability Act (ADA)
Employee Guidebook



Village of Maple Park

Interactive Americans with Disability Act (ADA)

Employee Guidebook

Hello,

The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

The Village will review each ADA reasonable accommodation request on a case-by-case basis. Each case and the requested accommodations will be reviewed on the following criteria:

- **Reasonable:** Plausible or feasible in the ordinary course of things.
- **Effective:** Enables the employee to perform the essential functions of the job.
- **Imposes an Undue Hardship:** Creates a significant difficulty or expense (unduly extensive, substantial, disruptive, or would fundamentally alter the nature of the business operation).

As an employee of the Village of Maple Park, you are receiving this information because you feel that a reasonable accommodation may be needed. The ADA process may be used after the use of the Family Medical Leave Act (FMLA) or as a stand-alone process.

The Village will review the documentation submitted, have a discussion with the employee where the employee has a chance to explain the requested accommodation. After the discussion, the Village will inform the employee of a decision regarding the requested accommodations.

The documentation contained in this guidebook are yours to complete in order begin the process.

Interactive Americans with Disabilities Act (ADA)

Employee Instructions

1. Employee determines that they have a disability that needs a reasonable accommodation at work.
2. Employee must have their treating physician complete the Treating Physician ADA Form. A copy of the job description will be provided so that the Physician may review before completing the ADA form. Physician must sign and date form.
3. Employee completes the Reasonable Accommodation Request Form, including the types of accommodations being requested. Employee then signs and dates the Request Form.
4. Employee attaches a copy of the completed Treating Physician ADA Form to their completed Reasonable Accommodation Request Form.
5. All completed forms are submitted to the Village Administrator.
6. The Village Administrator will review the forms and discuss request with Department Heads and appropriate Village Board members.
7. A meeting is then scheduled with employee to discuss request.
8. After the meeting the Village will make a determination of whether or not the requested accommodation(s) are approved or denied.
9. The Village will inform the employee in writing whether or not the employee's request has been granted.
10. If the employee's request is approved the Village will work with the employee to begin the accommodation process.
11. If the employee's request is denied, the employee may appeal the decision. For the appeal to be considered the employee must complete a Reasonable Accommodation Appeal Form. The form must be signed and dated.

12. The Appeal form must be submitted to the Village Administrator.
13. The Village Administrator will then set a meeting with the appropriate Village Board members to discuss the appeal.
14. A final ruling will be issued regarding the appeal and the employee will be notified in writing of that ruling.

Village of Maple Park

Reasonable Accommodation Request Form

To be completed by the employee or designated individual if the employee is incapable of completing the form on their own.

CONFIDENTIAL

All information shared with the Village of Maple Park through the ADA/ADAAA evaluation and/or reasonable accommodation process will be maintained separate from personnel files and in accordance with all ADA/ADAAA requirements.



Reasonable Accommodation Request Form

Individuals who are employed or an employment applicant at the Village of Maple Park and are requesting reasonable accommodation(s) under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA) are encouraged to complete this form in its entirety. If you are unable to complete this form on your own, someone else may complete the form on your behalf. **Bring this completed form with you to your meeting.**

Date

Name (please print)

Home or Cell Phone Number

Email Address

Position Title

Department

Supervisor's Name

Supervisor's Telephone

Questions to Clarify Accommodation(s) Requested and the Reason for the Accommodation Request(s):

1. Identify the physical and/or mental impairment(s) for which you are requesting accommodation(s) and the expected duration of the impairment(s). Include the date of diagnosis.

2. Explain how the impairment(s) listed affect(s) your ability to perform the essential functions of your position. If you are a new employee, state the anticipated difficulties you foresee in completing your job duties. Be as specific as possible regarding the job duties you are having difficulty performing or believe you will have difficulty performing. Note: Essential functions are duties that are basic or fundamental to a position.

3. What specific accommodation(s) are you requesting, and how will this accommodation(s) assist you?

4. What, if any, employment privileges are you having difficulty accessing? Please explain.

5. Provide any additional information that might be useful in processing your accommodation request(s).

NOTE: The Village of Maple Park reserves the right to request medical documentation to verify the existence of a disability; and, to appropriately assess your condition, functional limitations, and/or request for reasonable accommodation.

Employee Signature

Date

*Name of Person Completing this Form, if not employee,
and Relationship to Employee*

Date

Village of Maple Park

Treating Physician ADA Form

To be completed by the physician treating the employee for the disability.

VILLAGE OF MAPLE PARK
Letter Requesting Documentation for Determining
ADA Eligibility from a Medical Provider



Genetic Information Nondiscrimination Act of 2008 Disclosure: This authorization does not cover, and the information to be disclosed should not contain, genetic information. **“Genetic Information”** includes: Information about an individual’s genetic tests; information about genetic tests of an individual’s family members; information about the manifestation of a disease or disorder in an individual’s family members (family medical history); an individual’s request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Date: _____

To: Medical Provider Name _____

Medical Provider Address _____

RE: Employee or Applicant Name _____

Date of Birth _____

The above employee or applicant has requested a reasonable accommodation under the Americans with Disabilities Act (“ADA”), as amended, to enable the employee or applicant to perform the essential functions of his/her position. The information requested on this form will assist us in making a determination regarding the employee’s or applicant’s request. An Authorization for Release of Medical Information is attached to this document.

INSTRUCTIONS: Please complete the following form and have it signed by the employee’s or applicant’s attending health care provider. Attach additional pages as needed. Do not provide information not related to the employee’s or applicant’s ability to perform his/her job duties. For example, do not identify the impairment if it does not have an impact on the employee’s or applicant’s ability to do his/her job. **Please do not send copies of medical records.** We are not authorized to have medical records and are not qualified to interpret them.

Medical Inquiry Form in Response to an ADA Reasonable Accommodation Request

Please complete each section and fax back your signed and dated original form using the contact information below.

Questions to help determine whether the employee or applicant has a disability.

Existence of impairment: For reasonable accommodation under the ADA, the employee or applicant has a disability if he or she has a physical or mental impairment that substantially limits one or more major life activities or a record of such impairment.

1. Does the employee or applicant have a physical or mental impairment? ☐ YES ☐ NO
 - a. If yes, what is the impairment? _____
2. Does the employee or applicant have a record of a substantially limiting impairment and needs a reasonable accommodation related to the past disability? ☐ YES ☐ NO
 - a. If yes, what was the impairment? _____

Limitations on major life activities: Answer the following question based on what limitations the employee or applicant has when his or her condition is in an active state and what limitations the employee would have without regard to the ameliorative effects of any mitigating measures. Mitigating measures include, but are not limited to, things such as medication, medical supplies, equipment, hearing aids, mobility devices, assistive technology, auxiliary aids or services, prosthetics, etc. You should consider the ameliorative effects of ordinary eyeglasses or contact lenses, however, in determining whether an impairment substantially limits a major life activity.

1. Does the impairment substantially limit a major life activity as compared to most people in the general population? ☐ YES ☐ NO
2. If yes, what major life activity(s) (including major bodily functions) is/are affected?

Major Life Activities: (check all that apply)

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Bending | <input type="checkbox"/> Learning | <input type="checkbox"/> Sitting |
| <input type="checkbox"/> Breathing | <input type="checkbox"/> Lifting | <input type="checkbox"/> Sleeping |
| <input type="checkbox"/> Caring for Self | <input type="checkbox"/> Performing Manual Tasks | <input type="checkbox"/> Speaking |
| <input type="checkbox"/> Concentrating | <input type="checkbox"/> Reaching | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Eating | <input type="checkbox"/> Reading | <input type="checkbox"/> Thinking |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Seeing | <input type="checkbox"/> Walking |
| <input type="checkbox"/> Interacting with Others | | <input type="checkbox"/> Working |
| <input type="checkbox"/> Other: (Describe): _____ | | |

Major Bodily Functions: (check all that apply)

<input type="checkbox"/> Bladder	<input type="checkbox"/> Endocrine	<input type="checkbox"/> Neurological
<input type="checkbox"/> Bowel	<input type="checkbox"/> Genitourinary	<input type="checkbox"/> Normal Cell Growth
<input type="checkbox"/> Brain	<input type="checkbox"/> Hemic	<input type="checkbox"/> Operation of an Organ
<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Immune	<input type="checkbox"/> Reproductive
<input type="checkbox"/> Circulatory	<input type="checkbox"/> Lymphatic	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Digestive	<input type="checkbox"/> Musculoskeletal	<input type="checkbox"/> Special Sense Organs
<input type="checkbox"/> Other: _____		

3. **Duration:** Describe the nature, severity and anticipated duration of the impairment. Please attach additional documentation if necessary.

Temporary (explain): _____

Anticipated duration: _____

Temporary with residual side effects (explain): _____

Permanent (explain): _____

Chronic (explain): _____

Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability.

1. What limitation(s) is interfering with job performance or accessing a benefit of employment?
2. What job functions or benefits of employment is the employee having trouble performing or accessing because of the limitation(s)?
3. How does the employee's limitation(s) interfere with his/her ability to perform the job function(s) or access a benefit of employment?

An individual with a record of a substantially limiting impairment may be entitled, absent undue hardship, to a reasonable accommodation if needed and related to the past disability.

1. What past limitation(s) is interfering with job performance or accessing a benefit of employment?
2. What job functions or benefits of employment is the employee, or will the applicant have trouble performing or accessing because of the past limitation(s)?
3. How does the employee's or applicant's past limitation(s) interfere with his/her ability to perform the job function(s) or access a benefit of employment?

Question to help determine effective accommodation options.

If an employee or applicant has a disability and needs an effective accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

1. Do you have any suggestions regarding possible accommodations that are needed to improve job performance? ☐ YES ☐ NO
 - a. If so, what are they?
2. How would your suggestions improve the employee's job performance or the applicant's ability to perform fulfill the essential functions of the job?

An individual with a record of a substantially limiting impairment may be entitled, absent undue hardship, to a reasonable accommodation if needed and related to the past disability. The following questions may help determine effective accommodations:

1. Do you have any suggestions regarding possible accommodations of the past disability that are needed to improve job performance? ☐ YES ☐ NO

If so, what are they?

2. How would your suggestions improve the employee's job performance?

3. Other Questions or Comments:

Health Care Provider Name: _____

Health Care Provider Address: _____

Health Care Provider Phone Number: _____

Health Care Provider Signature _____ Date _____

(Please print and sign)

Please return the completed form to the ADA Coordinator (Village Administrator) at the Village of Maple Park at the following fax number (815) 827-4040.

If you are experiencing difficulties in faxing this form, please call the ADA Coordinator (Village Administrator) at the Village of Maple Park at the following phone number (815) 827-3309.

Thank you in advance for your prompt reply to the questions in the attached provider questionnaire.

Genetic Information Nondiscrimination Act of 2008 Disclosure: This authorization does not cover, and the information to be disclosed should not contain, genetic information. **“Genetic Information”** includes: Information about an individual’s genetic tests; information about genetic tests of an individual’s family members; information about the manifestation of a disease or disorder in an individual’s family members (family medical history); an individual’s request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Village of Maple Park

Reasonable Accommodation Appeal Form

To be completed by the employee or designated individual if the employee is incapable of completing the form on their own.

**VILLAGE OF MAPLE PARK
APPEAL OF A REASONABLE ACCOMMODATION
DETERMINATION**



This form is to be used by an employee or applicant for the Village of Maple Park who wishes to appeal the determination of the employee's/applicant's request for a reasonable accommodation.

ALL APPEALS MUST BE RECEIVED BY THE VILLAGE ADMINISTRATOR or other designated individual WITHIN THIRTY (30) DAYS OF THE DATE OF NOTIFICATION OF THE INITIAL DETERMINATION.

Please submit a copy of your appeal to the Village Administrator at dwrossbach@villageofmaplepark.com.

INSTRUCTIONS: The employee/applicant should complete Section I of this form and forward it in an envelope marked "Confidential" to the Village Administrator.

SECTION I – TO BE COMPLETED BY EMPLOYEE/APPLICANT

Name: _____

Type of Accommodation Requested: _____

Date of Reasonable Accommodation Determination: _____

Statement of Appeal (clearly state all grounds for appeal; attach additional sheets as necessary):

I am attaching the following additional documentation (do not resubmit any documentation):

I affirm that I have reviewed this accommodation appeal and that it is true to the best of my knowledge, information and belief.

Signature of Employee/Applicant

Date

SECTION II – VILLAGE USE ONLY

Date Appeal Received: _____

Appeal received by: _____
Name (Print and signature)

Date of Acknowledgement: _____

Disposition of Appeal, additional information attached if necessary:

Date of Notification of Disposition: _____

Village of Maple Park

Employee Handbook



2018

Update Approved by the Board of Trustees on ~~November 6, 2018~~
, 2020

Table of Contents

Table of Contents	2 & 3
INTRODUCTION	4
YOUR VILLAGE GOVERNMENT	4
OUR GOALS AND SERVICE PHILOSOPHY	4
COMMITMENT TO CUSTOMER SERVICE	4
EMPLOYMENT POLICIES	5
Employment Policy	5
Employment at Will	5
Immigration Reform Act Notice	6
Physical Examination	6
Federal Controlled Substances and Alcohol Use and Testing Rules for Employees	6
Background Investigations	6
Probationary Period & Training	7
Categories of Employment	7
Job Descriptions	8
Performance Evaluations	8
Personnel Records	9
Ethical Standards/Conflict of Interest	9
Open Door Policy	9
Suggestions	10
Anti-Harassment Policy	10
Sexual Harassment	11
GENERAL POLICIES	12
Personal Appearance	12
Uniforms and Equipment	12
Solicitation or Distribution	13
Smoking	13
Drug Free Workplace	13
Anti-Nepotism	13
No Violence in the Workplace	13
Job Classifications	13
Punctuality and Attendance	14
Outside Employment	14

Meal & Break Periods	14
Compensatory Time	14
Salary, Payday and Payroll Deductions	15
Employee Benefits	15
Holidays	16
Vacations	17
Jury Duty/Court Appearances	17
Funeral Leave.....	18
Sick Leave.....	18
Other Leaves of Absences.....	19
CONDUCT.....	24
Discipline and Discharge	25
Access to Village Property	25
Use of Village Equipment and Supplies	26
Use of Village-Owned Vehicles.....	26
Compliance with Laws.....	27
SAFETY	27
VACATING YOUR POSITION.....	27
Layoff.....	27
Resignation.....	27
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT	28
APPENDIX 1 – REPORTING STRUCTURE.....	29
VILLAGE TRUSTEE COMMITTEES – DEPARTMENT RESPONSIBILITY/SUPPORT	29

INTRODUCTION

The policies and procedures summarized in the manual are presented as information only and are not conditions of employment. The Village of Maple Park reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures, practices or benefits at any time with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract between the Village of Maple Park and any one or all of its employees. No representative of the Village of Maple Park other than the Village Council has any authority to enter into any agreement of employment for any specified period of time.

YOUR VILLAGE GOVERNMENT

The Village of Maple Park operates under a President and Village Board form of government. The Board consists of six Trustees who are elected to 4-year terms, at large. Elections are held on a non-partisan basis in April, every other year. Half of the Trustees are elected every other year to provide continuity to the board. Village voters also elect a Mayor, Clerk and Treasurer, every fourth year, each for a four-year term.

The Village Board is responsible for the general administration of all Village business and coordinates Department Heads. The Department Heads and all other Village employees assist in providing the services legislated by the Board for the citizens of Maple Park.

You are one of these important employees, without whom the Village would be unable to function. Your contribution to this organization is a major factor in the success of the Village to provide the great quality of life Maple Park residents have come to expect and appreciate.

OUR GOALS AND SERVICE PHILOSOPHY

The following long-term goals have been established to guide you in providing Village services. It is important that you understand why you are doing your job, you become familiar with these goals, and you always strive to provide services in a manner consistent with these goals.

- Provide quality, economical, efficient, and effective services in an equitable manner.
- Involve citizens in the decision-making process and be responsive to their input.
- Provide professional management in a fiscally responsive manner with the highest standard of integrity.

Similarly, we recognize a management philosophy that puts the citizen first. Citizens are the focus of all of our services. Therefore, it is important that you support the efforts of the Village Board and always maintain ethical conduct.

COMMITMENT TO CUSTOMER SERVICE

When you have contact with citizens, you are expected to promote the Village's best interest and build citizen goodwill. When you come in contact with a member of the public, you are "The Village," and the only employee with whom a citizen might talk. The citizen judges the character of the entire Village government based upon the way you perform, your attitude, and your appearance.

Please listen carefully to customer inquiries and complaints and then respond in a courteous, professional manner. Take a sincere interest in a customer's questions and never lose your temper, even if a customer should become inconsiderate with you.

If a controversy with a customer arises, attempt to explain Village policy clearly, yet respectfully. You cannot know all the answers, but you may refer the citizen seeking information to the right source. If a customer becomes unreasonable and you cannot resolve the problem, refer the customer to your Department Head or the Village President. This assures that both you and the customer remain satisfied.

The same customer relations policies that apply to in-person customer relations also apply to telephone contacts. Answer the telephone promptly and be courteous and friendly to the caller. If a call is misdirected to your phone, determine the correct destination of the call and arrange for its transfer.

EMPLOYMENT POLICIES

The Village of Maple Park is committed to providing equal opportunity and believes that people should be recruited, hired, trained and promoted according to their qualifications, ability and merit. In keeping with this goal, it is the policy of the Village of Maple Park as an Equal Opportunity Employer, to consider all applicants for employment without regard to race, color, religion, national origin, gender, age or disability except where age or physical standards are applicable bona fide occupational requirements.

Employment Policy

- The Village Board (or its designee) has the responsibility and authority for recruiting. Selecting, retaining, suspending and removing all Village employees other than those employees whose method of appointment or removal is fixed by statute or ordinance
- Applicants will be selected on the basis of merit, training, experience and other job-related factors
- The Village will attempt, as far as it deems possible, to fill vacancies from existing employees where it is deemed to be in the best interest of the Village. The Village shall not, however be required to fill a vacancy by transfer or promotion of an existing employee

Employment at Will

- Employment with the Village of Maple Park is considered “at-will” and has no definite term. The Village or the employee may terminate services at any time, with or without cause, and with or without notice. No representative of the Village, other than the Board acting in whole, or its designee, has the authority, at any time, to enter into an agreement of employment for any specified period of time, or to assume any other personnel action relating to the employee, or to assure any salary, benefits, or other terms or conditions of employment, or to make any agreement relating to an individual’s employment. This policy supersedes any other communication, assurance or promise which may have been made to an employee at any time, whether oral or written.

Immigration Reform Act Notice

- It is the policy of the Village of Maple Park not to employ persons who are not legally eligible to work in the United States.
- The Immigration Reform and Control Act of 1986 require that the Village verify the identity and the work eligibility of all persons hired after November 6, 1986. This law will be enforced by the Immigration and Naturalization Service and other appropriate government agencies. Any Village employee hired hereafter will be required to sign a verification form (currently Form 1-9) and furnish both proof of identity, (normally a driver's license or state identification card), and proof of eligibility to work in the United States, (normally a social security card or birth certificate) within 3 business days of the offer for employment.
- If you have any questions about the law or about this policy, please contact your Department Head or the Village President.

Physical Examination

- Upon offer of employment, the Village may require the selected candidate to undergo a physical examination, at the Village's expense conducted by a licensed physician. The purpose of the physical examination is to assure that the candidate is physically fit to perform the essential job duties and functions of the position as detailed in the job description.
- Further, at any time during the course of employment an employee may be required to undergo a medical examination by a licensed physician, whenever the Board (or its designee) reasonably believes that it is in the best interest of the Village and the employee to require such.
- Some employees whose responsibilities require them to possibly become exposed to infectious disease will be required to receive, prior to or in the course of their employment, inoculations for various types of diseases (e.g. TB, hepatitis, etc.)

Federal Controlled Substances and Alcohol Use and Testing Rules for Employees

- In accordance with Federal Register 49 CFR Part 382, the Village will request alcohol and controlled substances information from the previous employer of any employee who possesses and is expected to use for Village business a Commercial Driver's License (CDL).
- The Village extends its alcohol and controlled substance testing policy to cover any new employee.
- The Village will test all directly involved employees for alcohol and drugs when a work-related accident occurs resulting in injury (other than minor first aid) or property damage.

Background Investigations

- A complete background may be completed on new or prospective employees prior to employment, as determined by the Board. Prior to such an investigation, applicants must execute the necessary release information form.

- Applicants must be able to demonstrate that they possess, or qualify to possess, a valid driver's license if the nature of the position or assignment requires them to operate a Village-owned vehicle or use their own personal vehicle while conducting Village business.
- If required, a candidate, new employee, or current employee may be requested to provide the Village with proof of educational achievement or professional licenses obtained as stated in their employment application.

Probationary Period & Training

- The first six months of employment will be considered a probationary period for each new employee. This period will provide an opportunity for the Village to fairly evaluate the individual's progress and potential as a permanent employee with the Village. The Village reserves the right to accelerate or lengthen this probationary period in the event it is necessary.
- The Board (or its designee) shall provide orientation programs for new employees and to conduct or support training as deemed appropriate.
- The employee's work performance will be evaluated monthly during the probationary period. If satisfactory performance does not result at any time during an employee's probationary period, the employee shall be terminated immediately at the Board's (or its designee's) discretion. Upon successful completion of probation, a new employee shall be eligible for all benefits afforded to all other permanent employees.

Categories of Employment

- Salaried Employees – A large percentage of the employee's time is executive, administrative, managerial, supervisory, or professional in nature. These employees are paid on the basis of an annual salary, regardless of the number of hours they work. These employees may be entitled to fringe benefits as established by the Board.
- Hourly Full-Time Employees – An employee working a regular schedule of a least thirty-five (35) hours per week and not salaried is considered hourly full-time. These employees are entitled to fringe benefits as established by the Board.
- Regular Part-Time Employees – An employee working a regular schedule of twenty (20) to thirty-four (34) hours per week is considered part-time. These employees are not entitled to fringe benefits.
- Temporary Employees – An employee whose employment will not exceed six consecutive months either on a full or part time basis is considered temporary. These employees are not entitled to fringe benefits.
- Continuous Service - Continuous service refers to a full-time employee of the Village of Maple Park and shall continue until the retirement, resignation or dismissal of an employee. Time spent in part time employment or under an approved work training program, or in an elective position, shall not count towards the accumulation of continuous service. An absence granted by the Village Board under any of the Village's leave programs shall not constitute discontinuance of service. The term continuous service in relation to vacation earned will be based upon completion of each full year of service.

Job Descriptions

- Each person employed by the Village shall have a specific job title and shall perform specific duties that are established within a formal job description. Any additional terms of employment will be set on a job-by-job basis by the Board (or its designee). A copy of the current job description and any additional terms of employment shall be kept within the employee's personnel file.

Performance Evaluations

- The Department Manager shall establish yearly written goals and objectives for each full time and part time employee by which their job performance will be evaluated for that year. At the end of the year, the Department Manager shall prepare a written evaluation of the individual's work performance.
- Employees will be given a copy of all written reviews and will be provided an opportunity to respond to its contents. Copies of all written reviews and responses shall be kept within the employee's permanent file.
- A performance review does not guarantee an increase in pay. It is conducted for the purpose of assessing work performance and progress. If a pay adjustment is recommended, the employee will be informed of the recommended amount and the new salary will be provided to the Village Accountant for budgeting. Salary recommendations will be effective the passage of the new fiscal budget. All recommended salary increase will be effective 05/01 of the calendar year, the start of the new annual fiscal budget.
- During the individual's performance review, they will be advised of their performance progress and accomplishments, as well as any aspects of their performance which may need improvement. An employee's input during their performance review is strongly encouraged.
- Regular, informal conversations between the employee and the supervisor are strongly recommended to help assure regular feedback about work progress throughout the year. If an employee has a question or a problem, they should not wait until their scheduled review time, but should speak to their supervisor immediately.
- An employee's salary is based on a number of factors including, but not limited to, the relative contribution of their work, their experience, skill, ability, efficiency, knowledge, education, training, communication skills, attitude, leadership, dependability, teamwork, effort, attendance record, safety record and disciplinary record, as well as the Village's economic situation and needs.
- Salary recommendations will be limited to the range of 0% to 3% of their current annual salary. If a manager feels a higher recommendation is justified, the Department head can make the request to the Finance Committee.
- Employee performance evaluations shall be for the period of January 1st to December 31st of a single calendar year. Self-reviews will be provided to the employee in late December and due to the manager by January 1st or next business day of next calendar year. The manager will complete and meet with the employee during the month of January, but should be completed no later than February 15th.

Personnel Records

- Personnel records for all applicants, employees, and past employees shall be maintained to document employment related decisions, evaluate and assess policies, and comply with government recordkeeping and reporting requirements. Employees are responsible to make sure their personnel records are up to date and should notify the Board (or its designee) in writing of any changes in the following:
 - Name
 - Permanent Address
 - Telephone number
 - Marital status (for benefits and tax withholding purposes only)
 - Beneficiary designations for any of the Village's pension or similar type plans that may be offered
 - Persons to be notified in case of emergency
 - Change in the number of dependents or marital status (for benefits and tax withholding purposes only)
 - Any change in health condition which would impair the employee's ability to comply with any federal, state, or local regulations regarding personal protective equipment (for example, any requirement that the individual wear a respirator).
- All such information will be treated as highly confidential and will be available only to those people with a need or right to know the information. Any requests to review an employee's personnel file will be handled in accordance with Illinois law.

Ethical Standards/Conflict of Interest

- The Village of Maple Park strives to conduct its business activities with integrity, fairness, and in accordance with the highest ethical standards.
- Employees must bring overall ethical and professional behavior to the job. Our demands for excellence and the preservation of our integrity, objectivity, and complete fairness are distinguishing characteristics of the Village. The discovery of any questionable, fraudulent, or illegal activities, offers, or transactions should be reported to your Department Head, the Village President, or a member of the Board.
- The activities of the Village of Maple Park are based on the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.). The Act regulates ethical conduct, political activities, and the solicitation and acceptance of gifts by State officials and employees.

Open Door Policy

- Employees are encouraged to share their concerns, seek information, provide input, and resolve problems through their Department Head or the Village President and, as appropriate, consult with any member of the Board toward those ends. Department Heads or the Village President are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems or issues.

Suggestions

- If you have any suggestions or ideas that you feel would benefit the Village of Maple Park, we encourage you to tell your department head about them. We are always looking for suggestions that improve methods, procedures, and working conditions, reduce costs or errors, and benefit the Village and its employees.

Anti-Harassment Policy

- Both state and federal law prohibits sex discrimination in the workplace. The Village of Maple Park is committed to maintaining a work environment that is free of discrimination. In keeping this commitment, the Village will not tolerate harassment of its employees by anyone, including any supervisor or co-worker.
- Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.
- You must be familiar with and comply with the Villages Anti-Harassment Policy, since all employees are responsible for assuring that the workplace is free from any unlawful form of harassment, including the types listed above.
- Prohibited harassment includes behavior which:
 - Creates an intimidating, hostile, or offensive work environment;
 - Unreasonably interferes with an individual's work performance; or
 - Otherwise adversely affects an individual's employment opportunity.
- If you believe that you are being unlawfully harassed, take the following steps:
 - Firmly tell the person who is harassing you to immediately stop the comments and/or behaviors which you find offensive.
 - If the harassment continues or if you believe employment consequences may result from your request that the behavior stop, report the matter as soon as possible to your Department Head or the Village President. The complaint should be in writing.
- Complaints are investigated by the Police and/or the Clerk for referral to the Board. The Village will listen to all reasonable complaints, verify complaints, and discipline appropriately.
- False accusations of harassment may have serious adverse effects. We expect all employees to act honestly and responsibly in complying with and enforcing this policy. It is the Village's desire to continue providing a pleasant work environment for all employees, free of harassment.

Sexual Harassment

Please refer to Ordinance 2019-01 for the administrative policy on sexual harassment.

- A specific type of harassment that is not tolerated by the Village is sexual harassment. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct based on sex constitute sexual harassment when:
 - Submission to such conduct is an explicit or implicit term or condition of continued employment;
 - An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Sexual harassment may include, but is not limited to, explicit propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, the display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.
- It is illegal and against the Village's policy for any worker, male or female, to harass another worker or to create a hostile working environment by either committing or encouraging any of the above, as well as:
 - Physical assaults on another employee including, but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults;
 - Intentional physical conduct that is sexual in nature including, but not limited to, touching, pinching, patting, or brushing up against another employee's body; and
 - Unwanted sexual advances, propositions, or sexual comments, including making sexual gestures, jokes, or comments made in the presence of any employee who has indicated that such conduct in his or her presence is unwelcome; and
 - Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.
- The creation of an intimidating, hostile, or offensive working environment may include such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. The Board will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- The Village will not condone any sexual harassment of its employees. All workers, including Department Heads, will be subject to severe discipline up to, and including, discharge, for any act of sexual harassment they commit.
- All Village employees are responsible for helping to assure that harassment is avoided. If an employee advises you as to a belief that he or she has experienced or witnessed

harassment, you must immediately report the statement to the Department Head or the Village President. Thereafter, you will be provided with instructions as to the steps to be taken in the course of investigating the complaint. The Village forbids retaliation against anyone who has reported harassment.

- Employees who feel victimized by sexual harassment are encouraged to report the harassment to their:
 - Department Heads who receive a sexual harassment complaint should immediately report the complaint to the Village President, who will co-ordinate a careful investigation of the matter. As much as possible, confidentiality will be maintained with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised of its existence.
 - Employees who are dissatisfied with the initial resolution of a sexual harassment complaint may file a complaint with an appropriate outside agency. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.
- It is the Village of Maple Park's policy to investigate all such complaints thoroughly and promptly and to take all appropriate action that may be deemed necessary to end the harassment and to prevent this misconduct from recurring. To the fullest extent practicable, the Village will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Village will take corrective action, including such discipline up to, and including, immediate termination of employment, as is appropriate.

GENERAL POLICIES

Personal Appearance

- Village employees' dress and grooming must be appropriate to their position. Office employees often have contact with the public and therefore represent the Village. By dressing appropriately, you help to create a favorable image for the Village. Accordingly, you are expected to dress in a manner that is normally acceptable in business offices.
- If you work in the field, wear protective clothing that is appropriate for the work that you perform. If uniforms are provided it is expected that they be worn while on duty. Unkempt, torn and/or suggestive clothing are not appropriate work clothes for employees. Shirts must be worn at all times. In no circumstances may any Village employee wear any clothing upon which appears any type of message or any symbol or picture which is inappropriate, lewd, or offensive to any citizen or employee. The Village reserves the right to decide what is appropriate clothing.

Uniforms and Equipment

- Public Works employees are provided with appropriate personal protective equipment as needed for particular tasks. They are also expected to wear the appropriate personal protective equipment necessary for adequate safety when performing particular tasks. We want our employees to work safely. If you feel a

particular task requires additional personal protective equipment, notify your Department Head or the Village President.

- Police officers will be provided 2 pairs of trousers, 2 -short-sleeve shirts, 1-long-sleeve shirt, badge, tie, tie clip, 2 name badges, 1 winter coat, 1 dress cap, and 1 badge for dress cap. Cost of replacements are at the discretion of the department head.

Solicitation or Distribution

- No solicitations of any type are permitted by employees. You may only solicit for a nonprofit organization, and these solicitations are only permitted to be done during non-working hours.
- The only non-work-related materials or literatures that may be posted on the Village bulletin boards are personal notices (e.g., items for sale, party announcements, etc.). Such postings may only be posted within the Village office.

Smoking

- Public buildings are considered to be smoke-free. Smoking is not permitted in general access areas (such as doorways), in work areas where customers and visitors have access, and all other areas where an occupational safety or health hazard may exist. Smoking is only allowed outdoors at least fifteen (15) feet away from entrance doors or paths.

Drug Free Workplace

- ~~In accordance with Federal law, employees may not unlawfully manufacture, distribute, dispense, possess, or use a controlled substance at work, while on Village property, at work locations, while on duty, or while scheduled to be on call.~~
- Employees are expected to report to work on time and in appropriate mental and physical condition to work. Employees are not to report to work under the influence of intoxicants (alcoholic beverages or illegal drugs) and shall not consume, use or possess intoxicants, including both recreational and medical cannabis at any time during their scheduled work day, on Village property, or in Village vehicles (while traveling to or from Village property while on duty). The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on municipal premises or while conducting Village business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences.
- All supervisors shall be required to undergo the appropriate training regarding drug and alcohol awareness. If a supervisor has reasonable cause to believe that an employee has reported to work under the influence of intoxicants, the supervisor, with the approval of the department head, has the

right to request the employee to submit to an alcohol or drug-screening test that may be grounds for discipline including termination. The results of the alcohol or drug test shall not be used by the Village for any other purpose other than to determine adherence to Village policy, to discipline an employee whenever necessary, and to comply with applicable terms of this Section.

- No employee shall be subject to discipline for the appropriate use of legal nonprescription or prescribed legal drugs for the treatment of injury or illness. However, if an employee knows or should know that use of a non-prescribed or prescribed drug does or could impair the employee's ability to perform his or her job, such information should be reported to the employee's immediate supervisor. Violation of this Section of the policy may subject the employee to disciplinary action.
- Law enforcement officers are prohibited from the consumption, possession, sales, purchase or delivery of cannabis or cannabis-infused substances while on or off-duty. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences.

Anti-Nepotism

- Your family members may be considered for Village employment provided that they meet the qualifications and their employment does not create a conflict of interest or a conflicting Department Head-employee relationship.

No Violence in the Workplace

- The Village has a zero-tolerance policy against violence in the workplace or the threat of violence. Weapons are not allowed in the workplace or in Village vehicles, except by authorized public safety employees. You must immediately report any workplace violence that you have received or witnessed. The Village will investigate and attempt to verify such reports and discipline appropriately.

Job Classifications

- Police
- Public Works
- Village Accountant and Clerk

- Buildings
- Immediate Superiors: The immediate superior of a police officer shall be the Chief of Police, the Immediate superior of the Chief of Police shall be the Village ~~President~~ Administrator. The immediate supervisor of the public works employee shall be the ~~Director of Public Works~~ Public Works Director/Building Inspector, the immediate superior of the ~~Director of Public Works~~ Public Works Director/Building Inspector is the Village ~~President~~ Administrator. The immediate superior of a Village Clerk is the Village ~~Accountant~~ Administrator, the immediate superior of the Village Accountant is the Village ~~President~~ Administrator.
- Refer to Appendix 1

Punctuality and Attendance

You are responsible for being on time for work. When you are late or absent from work, - other schedules and public services are disrupted. When you know you are going to be late or absent, notify your Department Head or the Village President as soon as possible, preferably within thirty (30) minutes after your scheduled start time. If you do not notify your Department Head or the Village President, you may be disciplined.

Outside Employment

- In most cases, the Village approves its employee's requests for outside employment. However, such part-time work may not interfere with your Village duties, responsibilities, and normal hours of work or overtime, work performance, or compromise the Village's interests. Before accepting outside employment, check with your Department Head or the Village President so that there is no conflict of interest between your Village position and your outside work.

Meal & Break Periods

- The Village will provide a meal period of no less than thirty (30) minutes, beginning no later than five (5) hours after commencing work in each continuous eight (8) hour period worked by an employee. Employees shall also be entitled to two (2) paid fifteen (15) minute breaks each day.
- An employee who is to work 7 1/2 continuous hours or more shall be provided a meal period of at least 20 minutes. The meal period must be given to an employee no later than 5 hours after beginning work. Illinois has no law regarding breaks.

Compensatory Time

- Non-exempt hourly employees will receive compensatory time of one and one-half hours for all hours actually worked in excess of forty (40) hours worked per week. Accrual and use of compensatory time shall be subject to the following terms and conditions:
 - No employee shall work in excess of 40 hours per week without the express written consent of his or her supervisor, which shall be noted on the employee's timesheet.
 - Employees shall be eligible to accrue up to 80 hours of compensatory time in one fiscal year (May 1 through April 30).
 - Requests to use compensatory time must be approved in advance by an employee's Supervisor and may be denied based upon the needs of the Village at that time.

- Compensatory time shall not be used in increments of less than 4 hours nor more than 80 hours at one time.
- Compensatory time shall not be carried over from fiscal year to fiscal year nor shall the employee receive any monetary compensation for accrued compensatory time at termination of employment.

Salary, Payday and Payroll Deductions

- An employee's salary is based upon the job description, responsibilities, and/or supervisory duties as set down by the Board.
 - Unless otherwise designated, salaries and wages shall be paid every other Thursday, by noon (26 times per calendar year).
 - All employees must submit time cards/sheets by 12:00 p.m. on the Monday prior to pay day.
 - Time cards/sheets must be signed by the employee, and also signed and dated by the employee's supervisor to verify the hours worked.
 - In the event that payday falls on a holiday, checks shall be issued the day before.
- The employee is the only person who can receive their payroll check unless they have submitted a signed written request to the Village Clerk for another person to receive it. The person who receives the employee's paycheck may be asked to show picture proof of identity. Additionally, the employee may request to have his/her check direct deposited to any financial institution of his or her choosing. Forms authorizing this service shall be available from the Village Clerk.
- The Village does not make personal loans or extend credit to employees.
- Those persons who are hired or who terminate their employment in the middle of a pay period shall be paid at an hourly rate based on their current salary schedule for hours worked in that period after their hiring or prior to their termination.
- Overtime
 - The work week shall consist of seven (7) consecutive days. This section shall not be construed as a guarantee of any number of days per week or hours worked.
 - All work performed in excess of forty (40) hours in a single work week shall constitute overtime for hourly employees and shall be paid at a rate of one- and one-half times their hourly rate.
- Special Events
 - Special events are for coverage outside of the normal patrol duties. This would be for a special event to include bike races or other event where the community or event program requests a police officer or officers.
 - Events that request a police officer, the police officer can be paid at a rate of one and one-half hours worked, only when the cost of such expense is covered by the reimbursement to the village from the requestor.
 - Fun Fest over Labor Day weekend is exempt from this rule and any hourly police officers would be paid at their regular pay rate for time worked.

Employee Benefits

The following is a general description of current employee benefits. In the event of a conflict between the description of the benefits in this Handbook and the terms of any employment contract, the contract will control.

Health Care Stipend

- Full-time employees who have successfully completed their probationary periods are eligible to receive an annual stipend to offset medical and related health costs for themselves and their dependents. The amount of this stipend shall be established by the Board from time to time and will be distributed to employees on a bi-weekly basis with their regular paychecks
- The Village reserves the right to amend or terminate this stipend at any time, with or without notice.

Workers Compensation Insurance

- All employees are covered by workers' compensation which provides for benefits in case of on-the-job injury. It goes into effect on the first day of employment. Any medical or hospital expenses resulting from a work-related injury are covered by this insurance. In addition, if the injury prevents the individual from working, this coverage may also pay the individual a percentage of their average weekly earnings depending upon the nature and extent of the injury, in accordance with state laws.
- If an employee sustains a work-related injury, no matter how slight, they must immediately report it to their supervisor. If the supervisor is unavailable, it should be reported to any Board member (or its designee). Additionally, an accident report form must be completed by the employee and received by their supervisor within twenty-four (24) hours of the injury or accident. Failure to complete all required forms on a timely basis may result in an individual's claim for compensation being denied.

Holidays

- The Village recognizes certain paid holidays for its full-time and permanent part time employees Full-time and permanent part time employees will receive their regular rate of pay for the number of hours that they are normally scheduled to work on the day the holiday occurs. These holidays are:
 - New Year's Day
 - Presidents' Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans' Day
 - Thanksgiving
 - Day After
 - Christmas Eve
 - Christmas Day
- Holiday Pay – Hourly Police Officers

- Hourly police officers will receive holiday pay at an overtime rate of one- and one-half times their pay rate for any actual hours worked on village recognized holidays. These holidays include:
 - New Year's Day
 - Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Eve Day
- Employees who want to take off a religious, ethnic, or political holiday not listed above may take the day off without pay or may use a vacation day or compensatory time. However, employees must have advance approval from their Supervisor before taking the day off.

Vacations

- Paid vacation is awarded to full time employees only in accordance with the following schedule:

1 Year of Service	5 Days
2 Years of Service	10 Days
5 Years of Service	15 Days
10 Years of Service	20 Days

- Vacation can be used in one-hour increments, not to exceed normally scheduled hours for that day.
- In no case shall employees be allowed to use more than two weeks of vacation at one time.
- Vacation earnings are based on the date of employment.
- Vacation earnings shall not be allowed to be carried over into the next succeeding year without express approval of the Board (or its designee).
- All vacation requests must be submitted in writing in advance, usually at least two weeks prior to the first day of vacation, and must be approved by the employee's supervisor. Under some circumstances, specific vacation requests may be denied because of Village needs.
- When an individual terminates employment with the Village, (s) he will be paid for unused vacation time not to exceed the allowed maximum.

Jury Duty/Court Appearances

- The Village encourages all employees to meet their civic responsibility by serving on a jury when called to do so. If an employee is summoned for jury duty or to appear as a witness, the employee may take time off from work for this purpose without penalty.

- Employees must provide written notification to their immediate supervisor as promptly as possible of the dates and expected duration of their jury duty. They also must present proof of jury duty service to their supervisor at its conclusion. Employees will be paid their regular salary minus any compensation received for the duty.

Funeral Leave

- Full Time Employees will be granted up to three days paid funeral time to attend the funeral of:
 - Your spouse, parents, step-parents, children, step children, legal guardian, grandchildren, grandparents, brother, sister;
 - Mother-in-law, father-in-law, brother-in-law, sister-in-law;
 - Your spouse's children, grandparents, and grandchildren.
 - You will be granted up to one day off with use of employee time to attend the funeral of an aunt, uncle, cousin, nephew, and niece of yours or your spouse.

Sick Leave

- Paid sick leave is granted to full time employees only who are suffering from an illness which prevents them from performing their usual duties and responsibilities or who require medical, dental, or optical consultation or treatment. Sick leave is also granted to an employee when their spouse, child, or parent is suffering from an illness defined in the Family Medical Leave Act (FMLA). A doctor's statement may be required at any time during the sick leave or upon return to work.
- Employees are entitled to sick leave according to the following guidelines:
 - Full-time employees accrue paid sick leave at the rate of 4 hours per month or a total of 6 working days per year.
 - Sick leave may accrue to a maximum of 160 hours or 20 working days.
 - Employees must notify their immediate supervisor at the earliest possible time regarding the need to use sick leave.
- Use of sick days for reasons other than those for which this benefit is intended is considered an abuse of this benefit, and may result in disciplinary action, up to, and including, discharge. Days of absence beyond all accrued time will be unpaid, and, if they are not covered under any of the Village's leave of absence policies, may be considered excessive absenteeism and grounds for disciplinary action including, but not limited to, discharge.
- It is the employee's responsibility to notify his/her supervisor when they must be absent because of sickness or other emergency. In the event the supervisor is not available, the employee is to contact any Board Trustee or its designee as soon as possible, at least one hour prior to the start of their scheduled work time, on each and every day of absence. If the telephone is not answered, the employee should leave a voice-mail message and then follow up with their supervisor at their earliest opportunity.
- If an employee needs to leave work prior to the end of their shift due to an illness or an emergency, they must first contact their supervisor, or a Board Trustee (or its designee) if the supervisor is unavailable.

- Employees are required to attempt to schedule medical appointments outside of their normal work days and hours. If it is not possible to schedule appointments outside of normal work days or hours, employees will be granted sick leave in the amount necessary for the appointment and travel time to and from the appointment.
- Employees not using their accrued sick leave shall have the option of being paid for it at the conclusion of each fiscal year. Unused sick days will not be paid out to employees upon separation of employment.

Other Leaves of Absences

Family and Medical Leave of Absence ("FMLA")

- The Village will provide up to twelve (12) weeks of a combination of paid and/or unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the Village for at least 12 months, and have worked at least 1,250 hours during the previous 12-month period.
- Employees will be required to substitute any accrued vacation time and/or sick days for any unpaid leave time taken under this policy. Similarly, if the employee otherwise qualifies for any other type of leave of absence, (s) he must take that leave at the same time (s) he is taking FMLA Leave. All time missed from work that qualifies for both Family and Medical Leave, and for worker's compensation, will be counted toward the twelve (12) weeks of Family and Medical Leave.
- The administration of this policy will be in accordance with the Family and Medical Leave Act of 1993 and its applicable regulations.
- Leave will be granted for any of the following reasons:
 - Because of the birth of a child and to care for such child (within 12 months after the birth of the child);
 - Because of the placement of a child with the employee for adoption or foster care (within 12 months of the placement of the child);
 - To care for a spouse, child, or parent, who has a serious health condition;
 - For a serious health condition that makes the employee unable to perform their job.
- Employees shall be required to use any accrued vacation and/or sick time and shall not accrue additional sick or vacation time during an FMLA leave of absence.
- If the employee and their spouse both work for the Village and each qualify for a leave under Points 1 or 2 of this section, the number of workweeks of leave to which both employees may be entitled is limited to a combined total of 12 in any 12-month period.
- Employees who want to take FMLA leave must ordinarily provide the Village at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practical. In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification of the serious health condition.

- Medical Certification: Any request for a leave under Points 3 or 4 above must be supported by certification issued by the applicable health care provider. At its discretion, the Village may require a second medical opinion and periodic re-certification to support the continuation of a leave at the Village's expense. If the first and second opinions differ, a third opinion may be obtained from a health care provider jointly approved by both the employee and the Village at the Village's expense.
- The Village may deny leave to employees who do not provide proper advance leave notice or medical certification.

Serious Health Condition

For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

- Hospital Care. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
- Absence Plus Treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
- Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
- Chronic Conditions Requiring Treatment. A chronic condition which: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-Term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- Multiple Treatments (non-chronic conditions). Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

Intermittent Leave

- If certified as medically necessary for the serious health condition of either the employee or their spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Village may require the employee to temporarily transfer to an alternative position which better accommodates

recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

Return from Family and Medical Leave

- Upon return from a Family and Medical Leave of Absence which has extended no longer than a total of 12 workweeks within a 12-month period, the employee will be restored to the same or an equivalent position to the one (s)he held when the leave started. The employee shall have no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the FMLA periods. If the leave was due to the employee's own serious health condition, (s) he will be required to submit a certification from their attending physician stating the employee is able to perform the essential functions of their job.
- Certain highly compensated "Key Employees" may be denied reinstatement when necessary to prevent "substantial and grievous injury" to the Village's operations. A "Key Employee" is a salaried employee who is among the highest paid ten (10) percent of employees at that location, or any location within a seventy-five (75) mile radius. Employees will be notified of their status as a Key Employee, when applicable, after they request a Family and Medical Leave.

Coordination with Other Policies

- The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

Victim's Economic Security and Safety Act Leave of Absence ("VESSA")

- Under the Victim's Economic Security and Safety Act ("VESSA"), an employee may take up to a total of twelve (12) workweeks of unpaid leave from work during any rolling twelve (12)-month period in order to address matters involving domestic violence.
- Eligibility: Generally, to be eligible for VESSA leave, the employee must either be a victim of domestic violence or a family or household member of such a victim. Leave may be taken for the following reasons:
 - To seek medical attention or treatment
 - To seek psychological counseling
 - To obtain victim services
 - To relocate for reasons of safety
 - To seek legal assistance
 - To participate in a related court proceeding
- Leave Time: If an employee is entitled to leave under both VESSA and FMLA, the leave time will run concurrently.
- Notice Required: The employee must provide their supervisor with advance notice of at least 48 hours of his/her intention to take the leave. If such notice is not possible, the

employee must notify their supervisor, any Board Trustee or its designee as soon as is practicable.

- Certification Required: If an employee seeks to use VESSA leave, (s) he must provide his/her supervisor with certification that: a) states that they or a family member is a victim of domestic violence; and, b) includes the employee's reason(s) for taking the leave. In certain circumstances, information such as documentation from victim services organizations, attorneys, clergy members, medical professionals, police or court records, or other corroborating evidence may be requested. The supporting documentation may be submitted as it becomes available. Certification must be provided within a reasonable time following the request by the Board (or its designee).
- Employment and Benefits: Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as "time worked" for the purposes of accruing or earning employment benefits.
- Upon the employee's return from a VESSA leave, which has extended no longer than a total of twelve (12) workweeks within a rolling twelve (12) month period, the employee will be reinstated to the same or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment, to the one they held when the leave started. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if (s) he had been continuously employed during the VESSA leave period.

School Visitation Leave

- The School Visitation Rights Act allows parents and guardians, who cannot meet with educators during the school year due to a work schedule conflict, an allotment of time to do so. Village employees who are parents and/or guardians of biological, adopted, foster, or step children, or a legal ward who is enrolled in a public or private primary or secondary school in Illinois or a state which shares a common boundary with Illinois are eligible for School Visitation Leave if they have worked fulltime for at least six consecutive months immediately preceding a request for school visitation.
- Employees may request up to a total of eight (8) hours of unpaid leave during a school year, of which no more than four (4) hours can be used on a given day, to attend school conferences or classroom activities, if the conference or activity cannot be scheduled during non-work hours. The total of eight (8) hours of school visitation time during the school year is available to an employee regardless of how many children they may have in school.
- School visitation time can only be requested after an employee has exhausted all accrued vacation, or other leave time other than sick time or disability leave. Employees must request the leave from their immediate supervisor at least seven (7) days prior to the leave unless it is an emergency situation, in which case, 24 hours' notice is allowed.

Military Leave of Absence

- An employee who is drafted for service in the armed forces or is a reservist called up for active duty is eligible for military leave of absence. Such military leave of absence is

governed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Illinois state law.

- An employee whose absence from work with the Village is required by reason of service in the uniformed services is entitled to re-employment rights and benefits under USERRA if the employee meets the following criteria for eligibility:
 - The employee gives the employer advance written or verbal notice of the service (no notice is required if military necessity prevents notice from being given or if, under all of the circumstances, giving such notice is impossible or unreasonable); and
 - The cumulative length of the absence and of all previous absences from work with the Village by reason of service in the uniformed services does not exceed five years; and
 - The employee has not been dishonorably discharged or separated from the uniformed service under other than honorable conditions; and
 - The employee reports to, or applies for reemployment to the Village within the time periods allowed by USERRA.
 - The time periods for applying for reemployment are based on the employee's length of military service. For service of less than thirty-one (31) days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, considering sufficient time for safe travel home plus an eight-hour rest period. For service of more than thirty (30) days but less than one hundred eighty-one (181) days, the service member must apply for reemployment within fourteen (14) days of being released from service. For service of more than one hundred eighty (180) days, the member must apply for reemployment within 90 days of being released from service.
- Failure to apply for reemployment within the specified time periods does not automatically forfeit the service member's entitlement to reemployment, but subjects the person to the Village's general practices pertaining to explanations and discipline with respect to absence from scheduled work.
- An employee who is a member of the Armed Forces Reserve or the National Guard and who is required to attend annual active duty for training or other short-term (two weeks or less) reserve or Guard duty (i.e. forest fire fighting, police duty for natural disaster, etc.) is eligible for a military leave of absence. Such time off will not be considered vacation time.
- There are additional rights, responsibilities and benefits associated with federal and Illinois state law regarding military leave. Employees who are currently, or are likely to become, members of the uniformed services should contact the Village Finance Committee for more details.

Family Military Leave of Absence

- The Illinois Family Military Leave Act provides for unpaid leave for the families of military personnel. An employee is eligible for this leave if they are a spouse or the parent of an individual called to military service of at least 30 days in length by the State of Illinois or the United States, have been employed by the Village for at least 12 months, and have been scheduled to work at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.

- Eligible employees will be provided with up to 30 days of protected, unpaid leave to visit with a spouse or child who has been called into military service for a period lasting longer than thirty (30) days. The leave must be taken during the time federal or state orders are in effect (the period in which the respective military personnel's unit has been mobilized and is preparing to leave its base to prepare for combat). Family Military Leave may also be taken intermittently. The Village may require certification from a proper military authority to verify an employee's eligibility for family military leave.
- Before taking family military leave, employees must exhaust all their accrued paid leave. The Village requires as much foreseeable notice of the leave as possible and reserves the right to schedule the leave so as not to unduly disrupt Village operations. If an employee's leave will extend over five (5) or more consecutive work days, the Village will require at least 14 days' notice of the intended leave.
- Employees will be restored to the position they held when the leave commenced or to a position with equivalent terms and conditions of employment.

Americans with Disabilities Act (ADA)

- Employees with disabilities shall be eligible to request reasonable work accommodations pursuant to the Federal Americans with Disabilities Act. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such an impairment.
- The Village will review all ADA reasonable accommodation requests on a case-by-case basis under the following criteria:
 - Reasonable: the accommodation is plausible or feasible in the ordinary course of things;
 - Effective: the accommodation enables the employee to perform the essential functions of the job; and
 - Undue Hardship: whether the accommodation creates a significant difficulty or expense.
- An employee wishing to request a reasonable accommodation under the ADA shall request the Village's Interactive Employee's ADA Guidebook and follow all procedures therein.

CONDUCT

Village employees are expected to behave in a proper, ethical manner at all times. Departments may have a comprehensive set of work rules that govern on-the-job behavior and manner of job performance. All employees should be familiar with your Department's work rules. The following guidelines are intended to serve as general examples of inappropriate behavior for which an employee may be disciplined. The list is not comprehensive of all improper behaviors.

- Incompetence or inefficiency.
- Offensive conduct.
- Insubordination or violation of any official order or regulation. Insubordination is defined as failure or deliberate refusal to obey an order by a superior, ridiculing a superior or a superior's orders, whether in or out of the presence of a superior.
- Accepting tips or gifts in the course of work.
- Conviction of a criminal offense involving moral turpitude or depravity.

- Negligent, or willful, damage or waste of public property.
- Inexcusable absences without being granted leave.
- Bringing, possessing, or being under the influence of intoxicants, or using intoxicants, or the consumption of alcoholic beverages or controlled substances while on duty or subject to duty.
- Harassment of any employee because of sex, race, religion, physical disability, or any other legally protected group status.
- Engaging in outside employment while on any leave of absence.
- Engaging in fraudulent use of a leave of absence.
- Claiming sick leave under false pretenses.
- Excessive or chronic absenteeism or tardiness.
- Failure to notify your supervisor in advance when you will be absent from work or are unable to report for work on time.
- Failure to comply with employee's specific department rules.
- Failure to conform to assigned work hours.
- Falsification or misuse of time cards, time sheets, records, or assisting in such falsification.
- Theft or misappropriation of Village property or another employee's property.

- Provoking, instigating, or involvement in fighting on the job, or on Village property. Threatening or carrying out acts of violence to an employee, supervisor, Village official, or visitor.
- Sleeping on the job.
- Violation of the Employee Handbook.
- Working unauthorized overtime.
- Possessing weapons or explosives of any type on Village property without Village authorization.
- Deliberately restricting work output or encouraging another employee to do so.
- Illegal, immoral, offensive or indecent conduct during the workday or on Village property.
- Failure to comply with the Village Safety Program.
- Using profanity or abusive language.
- Any other activity which is not compatible with good public service.
- Rude behavior toward a member of the general public or other Village employees.
- Lying or attempting to withhold information from a supervisor.
- Any other action or activity which results in a loss of public trust or affects any Village employee's ability to perform his/her duties as a Village employee.

Discipline and Discharge

- Employees are considered at-will employees and serve at the discretion of the Board. The Board's determination to discipline an employee, including discharge of employment, is final and may be without cause. The at-will policy shall not be modified by any statements made to you or materials given to you.
- Progressive discipline will be administered by the Village, at its sole discretion. The steps of progressive discipline include, in order of severity:
 - Oral warning
 - Written warning
 - Meeting with employee, Department Head, and others as determined by the Village President
 - Suspension
 - Recommendation to Village Board for termination of employee
 - Termination from employment

Access to Village Property

- You do not have a right to privacy when using Village offices, file cabinets, desks, lockers, and other Village property and facilities. Although the Village does not prohibit you from bringing personal items to work, (e.g., family pictures, plants, etc.) you should not bring them if you do not want them exposed to the public. You also do not have a right to privacy regarding the Internet sites you access or e-mails you write. E-mails are considered open, permanent records under the law. If you would not want them to be seen, then don't click on the web sites or write the e-mails. E-mails considered as public records shall not be deleted unless they have been archived on a CD or printed and properly filed and stored.

- Close and lock all doors, windows, and other Village property as identified by your supervisor (e.g., file cabinets, desks) in your work area at the end of the work day.

Use of Village Equipment and Supplies

- You are responsible for proper operation, care, and conservation of Village equipment, tools, and supplies. You must report any accidents, breakdowns, malfunctions, or thefts immediately so that necessary repairs or investigations may be made. You may not use Village equipment and supplies for unauthorized or personal purposes, including photocopying equipment. The guidelines below are intended to serve as a general example for which you may be disciplined regarding the use of Village equipment and supplies.
- The following are prohibited actions:
 - Negligent, or willful damage, waste, or loss of public property;
 - Theft or misappropriation of Village property or another employee's property;
 - Any other action or activity that results in a loss of public trust or affects any employee's ability to perform his/her duties as a Village employee.

Use of Village-Owned Vehicles

- Village vehicles will be provided to designated employees by the Village of Maple Park for work. They are not to be used for personal reasons or errands. It is the employee's responsibility to keep the vehicles in good working order and to report any problems immediately. The vehicles are to be neat and orderly, inside and out, at all times. It is the employee's responsibility to wash and clean the vehicle they are responsible for, as time allows. Each employee will be responsible for keeping the vehicle (they use the most) organized, stocked and fueled. Gas tanks are required to be more than one-quarter full and supplies are to be stocked.
- Village vehicles are to be driven in a responsible manner at all times. Speeding, reckless driving, etc., will not be tolerated. Remember that our name is on the vehicle. In the event an employee is stopped for a violation other than equipment safety, the employee shall be solely responsible for any fines and/or tickets. You should make regular visual checks of your truck for scratches, scrapes and dents. Any problems should be reported to your Department Head and or the Village President immediately. A police report must be filled out at the scene of an accident if there is substantial damage requiring repair. If damage is due to the employee's negligence, the employee shall be responsible for payment of the insurance deductible for repairs.
- Employees must wear seat belts at all times while using a Village vehicle.
- It is the employee's responsibility to make sure the vehicles are completely locked up. Village vehicles are valuable property and you may only drive them to conduct Village business. Personal use of a Village vehicle is never authorized, since such use creates unnecessary liability exposure to the Village and may hurt the reputation of the Village and other employees.

- Any employee driving a Village vehicle must have a valid state issued driver's license. If using a personal vehicle for Village-related travel, you must document mileage and reason for travel to receive a reimbursement at the Federal mileage rate.

Compliance with Laws

- Village employees will be responsible for respecting and adhering to local, state, and federal laws in conducting their work on Village computer networks. Any attempt to break those laws through the use of the networks may result in litigation against the offender by the proper authorities. If such an event should occur, the Village of Maple Park will fully cooperate with the appropriate authorities to provide any information necessary to assist the relevant law enforcement authorities during the investigation process.

SAFETY

- The Village is committed to provide a safe working environment for all employees. Employees in Public Works and Utilities and certain Administrative employees may participate in safety training. The purpose of the training is to educate in the prevention of accidents and injuries to you and others. Other general safety training may be provided to all Village employees from time to time (e.g., defensive driving, first aid, CPR).

VACATING YOUR POSITION

Layoff

- Layoffs may occur because of a decrease in services, change in work methods, or other conditions. To assure continued quality services, merit and length of service may be given consideration in determining the order in which employees are laid off
- You may be laid off if you lose a license or other requirement necessary for you to perform the duties of your position.

Resignation

- A written notice of 14 days is expected upon resignation from employment and you must work during the notice period. A Department Head or the Village President is not allowed to request or demand that you sign an undated resignation. An exit interview with the Department Head or the Village President may be scheduled to process your file for termination, authorize the release of your final paycheck, and review any final benefit payout.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

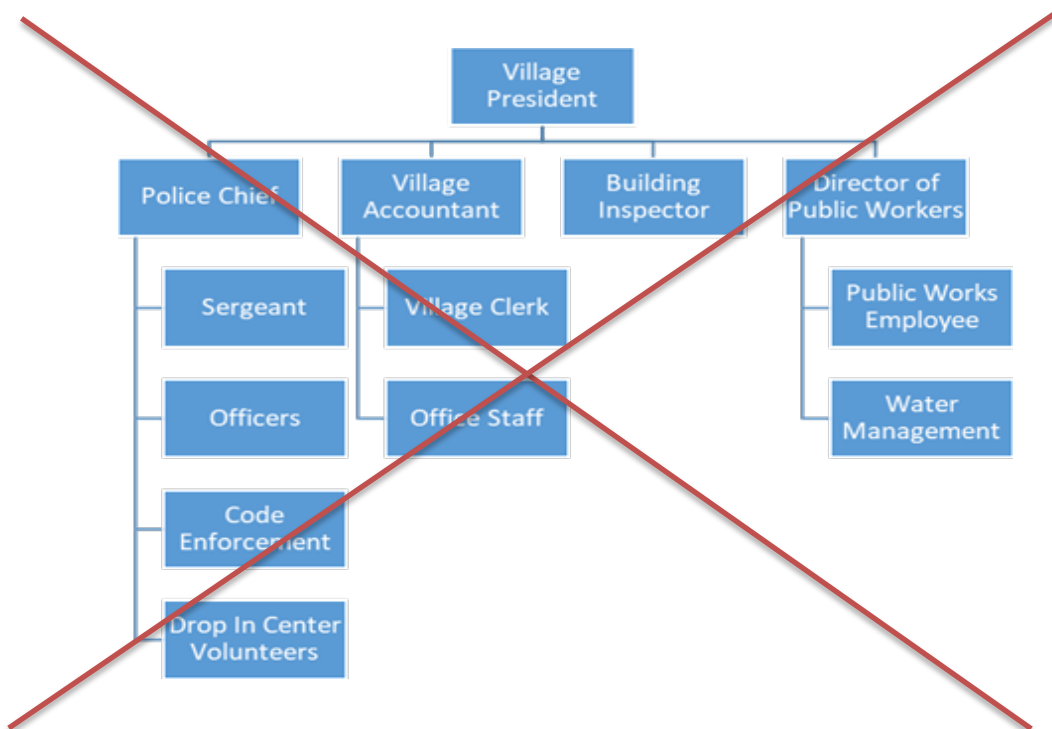
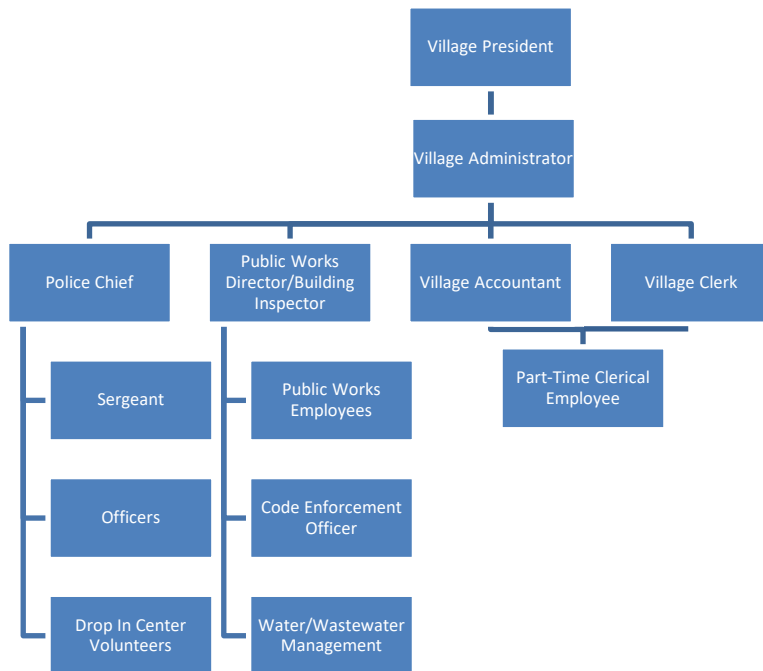
I have received a copy of the Village of Maple Park Employee Handbook. I understand that this Handbook is solely for the purpose of summarizing the Village's current policies, benefits and rules, and that it is not a contract, promise or guarantee of employment or of any specific terms or conditions of employment or procedural rights. I further understand that any or all portions of this Handbook may be amended or eliminated from time to time without advance notice. I also understand that my employment with the Village is at-will, and can be terminated either by me or by the Village at any time, for any reason, with or without notice.

Employee Name (Printed)

Employee Signature

Date

APPENDIX 1 – REPORTING STRUCTURE



VILLAGE TRUSTEE COMMITTEES – DEPARTMENT RESPONSIBILITY/SUPPORT

